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DDA 81-1497/4

14 August 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: William N. Hart
Acting Deputy Director for Administration

SUBJECT: Current Directorate of Administration Activities

1. The Office of Communications (OC) has been requested to assist the U.S. Navy with a West African training cruise scheduled for 19 September through 16 October. OC's Regional Relay Facility [redacted] will establish and maintain a secure, high-frequency radio circuit with one of the three ships participating in the exercise. [redacted] A9c2.1

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2. [redacted] has been notified that it will be awarded the contract for OC's MERCURY program. The contract is expected to be awarded before the end of August. The MERCURY program is a major endeavor designed to replace OC's global message switching network with a new data switching system by 1987. [redacted] A9c6.1

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3. As in FY 1980, the [redacted] continues to support a heavy schedule of training and conferences. There are about 250 groups representing approximately 6,600 individuals projected to use the facility in FY 1981. [redacted] A9c3.4

4. Advance account statistics for the month of July 1981 indicate that the status of delinquent advances o/a 31 July is the best ever in recent Agency history. The rate of delinquency was down 78% to 188 accounts valued at \$246,000 compared to 870 accounts valued at \$1,336,000 on record in February 1980. [redacted] A9c5.1

5. On 4 August, Monetary Division personnel of the Office of Finance completed arrangements with bank officials [redacted] to support a sensitive Directorate of Operations project requiring special funding and investment arrangements. [redacted] A9c5.1

6. A review of all forms in the Directorate of Administration has been completed; 70 forms were made obsolete. The other Directorates are still reviewing their forms. [redacted]

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8. In our ongoing efforts to develop new incentives for overseas service, the following actions have been accomplished:

a. Chiefs of Station have been authorized to grant up to \$200 per employee for the acquisition of residential security devices such as locks, simple alarms, and window bars, as well as smoke detectors for our personnel overseas.

b. The Agency's overseas medical program has been amended to delete the requirement that the employee pay the first \$35 toward an approved medical claim.

c. Our regulations have been changed to allow for the payment of temporary lodging benefits upon return to the U.S. even though additional overseas service may not be contemplated.

d. We have adopted a more liberalized policy regarding the storage of privately owned vehicles belonging to employees assigned abroad. ☐ A9c5.2

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9. General Services Administration has forwarded proposed scopes of work for projects at the Headquarters building to the Office of Logistics for review. Projects encompass lowering corridor ceilings; installing economizers on the power plant boilers; installing additional panelboards in electric closets; and adding energy conservation modifications to the building air-conditioning systems. Total estimated project costs exceed one million dollars. ☐

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10. The CTP Recruitment Task Force had decided to administer certain selection instruments (medical history review of applicants and dependents, Modern Language Aptitude Test, Personal Index, Behavioral Predictor Test, Professional Applicant Test, and the polygraph) in the field, thereby reducing the number of CT applicants who would otherwise be required to travel to Headquarters for processing. Should this concept prove successful, significant savings will be realized. ☐

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